



Human Resources

DATE POSTED: October 18, 2005

REQ. # 05-257

**NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER**

2300 Virginia Avenue Fort Pierce, Fl. 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from **10-18-2005** TO **10-24-2005**,
but will remain open until filled.

DEPARTMENT/DIVISION
PUBLIC WORKS - CODE COMPLIANCE

POSITION AVAILABLE
ZONING OFFICER

OF OPENINGS
2

STARTING SALARY
\$15.34 / hour

COMMENTS

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE: 918
PAY GRADE: 17
SALARY: \$15.34 - \$24.46
ZONING OFFICER

MAJOR FUNCTION: Responsible position for the Zoning Services Section, Code Compliance Division. Position reports to the Zoning Supervisor.

KNOWLEDGE, ABILITIES, AND SKILLS NEEDED IN ORDER TO PERFORM THE ESSENTIAL JOB FUNCTIONS: **Knowledge** - Understanding of the basic principals of urban planning and zoning administration. Knowledge of County's Land Development Code and Standard Industrial Classification Manual. Familiarity with complex legal property descriptions, and data management systems. **Abilities** - Must be able to deal effectively with the public and present information both orally and written. Must be able to maintain effective relationships with members of Section, Division, Department and other Departments and Agencies.

ESSENTIAL JOB FUNCTION: Assist the Zoning Supervisor in the Zoning Services. Assists in the processing of all building and construction permit applications for the dissemination of zoning and building development information. Interprets the Land Development and the Standard Industrial Classification manual as it applies to development in St. Lucie County.

ESSENTIAL PHYSICAL SKILLS: Use of both hands and fingers with dexterity. Good hand / eye coordination. Very frequent use of good near vision and good hearing with or without correction. Occasional walking and frequent standing. Ability to lift 30 pounds occasionally.

ENVIRONMENTAL CONDITION REQUIREMENTS: Constant work in a sedentary position.

WORK HAZARDS: Possible eye dysfunction due to heavy computer usage.

EDUCATION: Degree in Public Administration, Business Management or related fields. Three (3) years of progressively responsible experience in zoning and code interpretation.

EXPERIENCE: A comparable amount of training or experience may be substituted for the minimum qualifications.

LICENSE, CERTIFICATION OR REGISTRATION: A valid Florida Driver's License is required.

Union	Non-Union ✓	Exempt	Non-Exempt ✓
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